



Legal Secretary

Department: Countywide

Class Code: 1131

EEO Code: 26

FLSA: N

Effective: 01/02/1997

GENERAL STATEMENT OF DUTIES:

Under general direction performs work of moderate difficulty in providing specialized secretarial and quasi-paralegal assistance to staff attorneys or judges; performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Drafts and prepares associated legal and other documents for signature of an attorney; Types and/or drafts letters reports, proposals, memos, briefs, contracts, warrants, opinions and other legal documents; reviews legal documents for exceptions, omitted materials, or nonconformity with policies and procedures of the specialty area; contacts applicable individuals and agencies to obtain information or explain policies and procedures; prepares a variety of legal pleadings with minimal direction from staff attorneys; schedules appointments, meetings and conferences for attorneys and judges; creates and maintains confidential files of correspondence, briefs opinions and other related legal documents; screens and routes telephone calls to the appropriate attorneys; ensures code books are maintained and updated; types certified letters, newspaper announcements, warrants, affidavits and other legal documents; maintains an inventory of and requisitions office supplies; sets court hearings and cases for trial; prepares court orders; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of current office policies and procedures as applied to law offices; of business English and legal terminology. Working skill in the operation of word processing equipment and other automated office systems; in developing and maintaining effective working relationships with internal and external customers; in operating office equipment.

MINIMUM EDUCATION AND EXPERIENCE:

Graduation from high school and three years of increasingly responsible secretarial experience including experience as a legal secretary; or an equivalent combination of training and experience. Must have minimum tested typing speed of 50 words per minute.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
